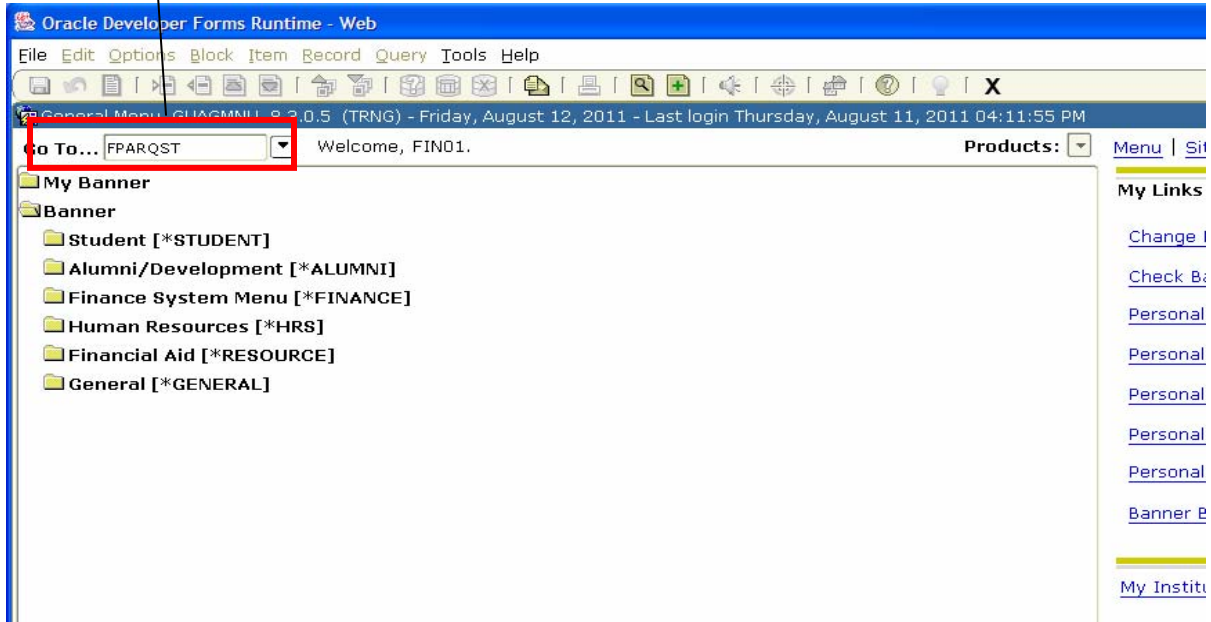**Division of Financial Affairs**
Banner Financial Information Systems Reference Manual

How to Print a Hard Copy of a Requisition

PURPOSE: How to print a hard copy of a requisition.

1. Type <u>FPARQST</u> in the "Go To" field and press Enter on your keyboard.

2. Click Next Block

3. Select your office printer from the drop-down. If your printer is not available you may not be able to use this process. Contact the Computer Services Center regarding printers set-up in Banner.

4. Click Next Block

5. Type in the Requisition number you wish to print (leave line "02" at its default "N")

6. Click Next Block

7. Click Save and your requisition should print.

See Page 2 for graphical representation of the above instructions and Page 3 for an example of a printed requisition.

Note: Only those with requisitioning authority have access to FPARQST.

Save

Oracle **Forms Runtime - Web: Open > GJAPCTL**

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (TRNG)

Process: FPARQST ▼ Requisition Form Print

Select the printer in your office. If yours is not listed you may not be able to use this process. Contact the Computer Services Center if you do not see your printer in the drop-down list.

Printer Control

Printer: [   ] ▼   Special Print: EVI_fparqst   Lines: 55   Submit

Parameter Values

Number	Parameters ▼	Values ▼
01	Requisition Number	R0017950
02	Include E-Procurement Req's?	N

Type in the Requisition #

Leave the default "N"

LENGTH: 8 TYPE: Character O/R: Optional M/S: Single

Enter a Req or leave blank to print all Reqs that have never been printed.

Submission

☐ Save Parameter Set as   Name: [   ]   Description: [   ]   ○ Hold

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Example of Output: (This will print out as a full page. The below is just a snap shot)

REQUISITION

UNIVERSITY OF SOUTH ALABAMA
Mobile, Alabama 36688-0002

REQUISITION #: **R0017950**   DATE: 08/11/11

VENDOR: Office Depot Inc.
PO Box 633211
Cincinnati, OH 45263-3211

REQUESTOR'S NAME: FIN01
ORGANIZATION: Business Office

Quantity	Unit	COMMODITY DESCRIPTION	FOAP	UNIT PRICE	EXTENDED
10.00	EA	Paper VENDOR: J00355123 Office Depot Inc.	110000-172100-711530-4600	35.05	350.50

ADDITIONAL AMOUNT	$	.00
DISCOUNT	$	.00
TAXES	$	.00
TOTAL	$	350.50